



State of New Jersey
DEPARTMENT OF HEALTH AND SENIOR SERVICES
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www.state.nj.us/health

DONALD T. DIFRANCESCO
Acting Governor

CHRISTINE GRANT, JD, MBA
Commissioner

An "Application for Approval of Continuing Education Program for Licensed Nursing Home Administration" form (NH-5) is enclosed for your convenience.

The Board reviews continuing education applications at its regular meetings, which are held the second Thursday in January, March, May, July, September, and November. All completed application forms for CEU approval must be received approximately five weeks prior to a board meeting in order to be processed and submitted to the Board. Incomplete application forms or forms not accompanied by the application fee (\$25 per set of forms) will not be reviewed.

You will receive written notification of approval/disapproval of your application within ten (10) working days of the date of the scheduled board meeting.

At the conclusion of the continuing education program, each participant must be issued a certificate of attendance/program completion. The certificate must contain the name of the participant, the name of the sponsoring agency, the signature of a representative of the sponsoring agency, the title of the course, the date of the course, the program ID number, and the number of continuing education credits issued.

The sponsoring agency has the responsibility to maintain the attendance roster on file for a minimum of two years after the conclusion of the continuing education program. Please do not submit copies of your attendance roster to the Board unless specifically requested.

Thank you for your anticipated cooperation. If there are any questions regarding this application process, please do not hesitate to contact me at 609-633-9051, press 2 than 0.

Sincerely,

Barbara Goldman, R.N., J.D.
Executive Director
Nursing Home Administrators Licensing Board

Enclosures



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Many Faces. One Family.